

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
April 3, 2012
22560 SW Pine Street, Sherwood Oregon 97140**

URA BOARD WORK SESSION

1. **CALL TO ORDER:** Chair Keith Mays called the work session to order at 6:37 pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Robyn Folsom, Bill Butterfield, Matt Langer, Krisanna Clark and Linda Henderson. Dave Grant arrived at 6:41 pm.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Tom Pessemier, Finance Director Craig Gibbons, Economic Development Manager Tom Nelson, Public Works Director Craig Sheldon, Police Chief Jeff Groth, City Engineer Bob Galati and City Recorder Sylvia Murphy. City Attorney Paul Elsner.
4. **OTHERS PRESENT:** Lee Weislogel and Angi Ford with Sherwood Main Street, Jim Davis with TVFR, Murray Jenkins with Ankrom Moisan, Jeff Sacket with Capstone Partners and Ray Pitz with the Sherwood Gazette.

5. TOPICS DISCUSSED:

- A. **Sherwood Community Center.** City Manager Pro Tem Tom Pessemier provided information to the Board on URA Resolution 2012-006 regarding funding for the Center. Tom recapped Resolution 2011-013 and design features of the Center and its amenities, he provided information on reducing project costs and reducing the number of features originally planned for the Center. Discussion followed. The Board will consider adoption of URA Resolution 2012-006 at the regular Board meeting this evening.
- B. **Paver Project.** Tom Pessemier provided information to the Board in conjunction with URA Resolution 2012-007 and the proposed Paver Project. Tom recapped the information in the staff report and resolution scheduled under New Business on tonight's agenda. Discussion followed.
- C. **SURPAC Project Recommendation.** Tom Pessemier informed the Board that SURPAC has recommended moving forward with the following priority projects; Community Center, Downtown Streetscapes Phase II and Alley Ways. Discussion followed. Tom informed the Board that SURPAC has Board positions that will become vacant this month and appointments will need to be made to fill positions. Discussion followed regarding the types of positions, IE at large positions and others that will be up for appointment, the Board also discussed SURPAC's meeting schedule.

6. ADJOURN:

Chair Mays adjourned the URA Board work session at 7:02 pm and convened to a regular City Council meeting. The URA Board reconvened to a regular Board meeting at 7:44 pm after the City Council meeting.

URA BOARD REGULAR MEETING

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 7:44 pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Dave Grant, Robyn Folsom, Bill Butterfield, Matt Langer, Krisanna Clark and Linda Henderson.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Tom Pessemier, Finance Director Craig Gibbons, Public Works Director Craig Sheldon, Police Chief Jeff Groth, City Engineer Bob Galati, Civil Engineer Jason Waters, Engineering Associate Craig Christensen, Economic Development Manager Tom Nelson, Administrative Assistant Kirsten Allen and City Recorder Sylvia Murphy. City Attorney Paul Elsner.

Chair Mays addressed the Consent Agenda and asked for a motion.

4. CONSENT AGENDA:

A. Approval of February 21, 2012 URA Board of Directors Meeting Minutes

MOTION: FROM DAVE GRANT TO APPROVE THE CONSENT AGENDA, SECONDED BY BILL BUTTERFIELD. ALL BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

5. NEW BUSINESS

A. URA Resolution 2012-004 Authorizing the Urban Renewal Agency Administrator to award a Professional Services Contract to AKS Engineering & Forestry, LLC for preliminary engineering to size a regional water quality facility and land-use planning to complete a property line adjustment at 22939 SW Main Street

Jason Waters and Bob Galati came forward and recapped the information in the staff report.

Chair Mays asked for questions of the Board, with none received the following motion was made.

MOTION: FROM LINDA HENDERSON TO APPROVE URA RESOLUTION 2012-004, SECONDED BY BILL BUTTERFIELD. ALL BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

B. URA Resolution 2012-005 Authorizing the Urban Renewal Agency Administrator to award a Professional Services Contract to Murray, Smith and Associates, Inc. for the design of the Downtown Streetscape Phase 2 Improvements

Jason Waters and Bob Galati recapped the information in the staff report, explaining the bid process and informed the Board that staff would be scheduling a future work session and bringing back legislation for the Board's consideration to award a construction contract. Bob Galati informed the Board of a State Statute which indicates for professional service contracts over \$100,000, it's required to go through a qualification based selection system. Bob stated staff will go through a review of who is best qualified to perform the service before the scope of work is negotiated or price

of contract is discussed. Bob stated this is new state legislation and the reasoning why the process is different from what staff has done in the past.

Chair Mays stated it's great to move forward on this project, with SURPAC's recommendation on their priority projects, including the Community Center.

Linda Henderson asked when the Board approved the maximum indebtedness, if it included the cost of the design work. Tom Pessemier replied as he understood it, it did include it from the start of the project to the end of construction.

Robyn Folsom asked for the timing of the project and when it will be completed. Bob Galati replied there's the design process which will have public input, which could take a couple of months. Bob stated we already have the basis for the design from the Cannery project and we won't vary it too much and said there are options available for Railroad Street. Bob said staff is also looking at getting construction started as soon as all the festivities that utilize the downtown core area are completed, which is approximately mid-August and with a 3 month construction period we could be done by November possibly December. Bob stated this all depends on the design process and what we see.

Tom Pessemier stated this is the best case scenario and we want to get it started this calendar year with the majority of the work done when we have good weather. Tom stated staff will be providing updates throughout the project and we will try and push this to get it done before the Christmas season if possible.

Chair Mays asked for other Board questions or discussion, with none received the following motion was made.

MOTION: FROM DAVE GRANT TO APPROVE URA RESOLUTION 2012-005, SECONDED BY ROBYN FOLSOM, ALL BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

C. URA Resolution 2012-006 Amending URA Resolution 2011-013 allowing for modification to section 4 for certain design and budget changes for the Sherwood Community Center

Tom Pessemier stated the resolution was to modify a previously adopted resolution, URA Resolution 2011-013, which set out some of the parameters to improve the Community Center, one of which was "cost not to exceed \$2.5 million". Tom stated as staff went through the design process and put a scope together, which was very conceptual at that time, staff realized that costs were increasing and would exceed the \$2.5 million if we wanted to include features the community asked for and the Boards and Commissions that had met, had expected.

Tom stated we went through a process, as outlined to the URA Board earlier, to see where things were being allocated as well as what cost saving potentials were available, and staff identified a number of cost saving potentials.

Tom informed the Board of future actions to come and said the URA Board previously approved a resolution to purchase the Railroad parking lot and staff will be moving forward with that purchase and said there are also some parking lots outside of the building that we will hopefully be able to recover some monies in regards to other development that will happen so we will track that project separately and enter into a contract with the contractor for that. Tom stated this will be coming back to the Board on May 1st for their consideration as well as a Co-Location Facility. Tom stated we have spoken in some length regarding making sure this building is able to operate and essentially fund itself, and one opportunity in a small space is to do a Co-Location facility, which is a computer facility for other agencies or users to use, which generates revenue which then can be turned into the operations of the building. Tom informed the Board this will possibly come before the Board on May 1st as well. Tom informed the Board when retail is determined and who the users will be, the pad sections in front of the building will require tenant improvements and this will come forward after we understand what those needs are.

Tom stated he believes we have a great project that meets all the expectations, which however requires we put more money into the building. Tom stated we have gone through detailed estimates, and have not bid the project yet, and said the expectation is if we had \$2.9 million we would be able to do what was originally proposed, we put a 5% contingency in there, which is low, but we expect to get some savings in the bidding process. If this is agreeable to the Board we can move the project forward, get final drawings completed, get bids and permits and construction started.

Chair Mays thanked Tom and staff for moving forward on the project.

Tom also informed the Board of another change in the project being the building brick façade being in some places of the building façade and concrete in others.

Chair Mays asked for questions, discussion or a motion from the Board.

MOTION: FROM ROBYN FOLSOM TO ADOPT URA RESOLUTION 2012-006, SECONDED BY LINDA HENDERSON, ALL BOARD MEMBERS VOTED IN FAVOR.

Chairs Mays addressed the next agenda item.

D. URA Resolution 2012-007 Approving the Old Town Sherwood Paver Program

Tom Pessemier stated staff received a recommendation in January from SURPAC, which originally came from Sherwood Main Street to do a Paver Program, which is a recognition program on pavers that are going to be put in the plaza outside the Community Center. Tom stated the recommendation was brought to the Board in February and it was determined that the program recommendation lacked detail and staff needed to go back and add detail to allow Sherwood Main Street to be successful and to ensure the City's interest were served as well. Tom stated the Board has before them a program that meets the needs of most people and indicates a split between Sherwood Main Street and the City is based on net proceeds, which takes out the cost to do the engraving and administrative costs that Sherwood Main Street will need to administer the program. Tom stated 25% will go to Sherwood Main Street and 75% to the Urban Renewal Agency. Tom stated attachment A to the Resolutions outlines the roles and responsibilities of both parties.

Chair Mays thanked Tom and staff and asked for questions from the Board.

Linda Henderson asked in reference to attachment A, and Pavers to Businesses and asked if we agreed that no logos or graphics would be allowed.

Tom replied this was a comment staff heard from the URA Board and said it gets interesting when you start adding logos and graphics and in order to keep it family friendly, we thought this was best in moving forward.

Robyn Folsom stated she appreciated the work done by Sherwood Main Street and working with staff to get to this point and appreciates the fact that Sherwood Main Street is willing to make this program happen.

Dave Grant also expressed his appreciation and referenced a prior Board meeting that was at times emotional about how this program should look and said it was a tough meeting and believes this is a good compromise. He stated one of his issues was affordability and if a family's name can be engraved on 1/3 of a paver for \$100 it meets that standard and believes this price point is accessible to most families and believes it's accessible to businesses as well. Mr. Grant referenced locations of Pike Place Market and Pioneer Square that have similar paver recognitions and the size of brick for the cost in comparison to this program.

Robyn Folsom asked to be reminded of where the pavers came from. Tom Pessemier replied they are refurbished pavers that were in the downtown streetscapes and we had issues with them staying in place and in placing them in a lower traffic area is a good use of the material.

With no other discussion, the following motion was received.

MOTION: FROM DAVE GRANT TO APPROVE URA RESOLUTION 2012-007, SECONDED BY LINDA HENDERSON, ALL BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

6. STAFF REPORTS:

Tom Pessemier reported that staff was looking at having a Plaza Ribbon Cutting Ceremony early to mid-May.

7. ADJOURN: Chair Mays adjourned the URA Board meeting at 8:05 pm.


Sylvia Murphy, CMC, District Recorder


Keith S. Mays, Chair